



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS UNITED STATES ARMY FORCES COMMAND**  
**1777 HARDEE AVENUE SW**  
**FORT MCPHERSON GEORGIA 30330-1062**

REPLY TO  
ATTENTION OF

AFLG-PR

12 June 2000

MEMORANDUM FOR ALL FORSCOM DOCS

SUBJECT: Contracting Information Letter (CIL) 00-29

1. This CIL contains information on the following subjects:
  - a. Certification of the Army Acquisition Workforce - DA Form 2302
  - b. Appointment of Special Competition Advocate
  - c. Appointment of Task Order Contract and Delivery Order Contract Ombudsman
2. Certification of the Army Acquisition Workforce - DA Form 2302. When requesting certification for an individual, the DA Form 2302 is no longer required for verification of experience. However, individuals must include work history that documents the experience for the period in question. This may be the 2302, resume, detailed extract from the ACRB work history, or other work history document. For additional information, please contact Clyde Thomas at DSN 367-6372 or [thomasw@forscom.army.mil](mailto:thomasw@forscom.army.mil).
3. Appointment of Special Competition Advocate. Reference memo, AFLG-PR, 31 May 2000, SAB (encl 1). Mr. Steven C. Jaren has been appointed as Special Competition Advocate effective 31 May 2000. He is replacing Ms. Judith Blake who transferred to another agency. Mr. Jaren can be reached at DSN 367-6276, [steven.jaren@forscom.army.mil](mailto:steven.jaren@forscom.army.mil). All competition issues should be addressed/submitted to him.
4. Appointment of Task Order Contract and Delivery Order Contract Ombudsman. Reference memo, AFLG-PR, 30 May 2000, SAB (encl 2). Mr. Steven C. Jaren, DSN 367-6276, has been appointed as the United States Army Forces Command Task Order Contract and Delivery Order Contract Ombudsman effective 30 May 2000. He is replacing Ms. Judith Blake who transferred to another agency. Mr. Jaren can be reached at DSN 367-6276, [steven.jaren@forscom.army.mil](mailto:steven.jaren@forscom.army.mil). The Ombudsman has the authority to:

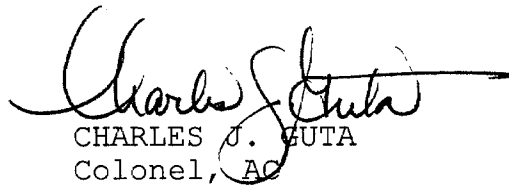
AFLG-PR

SUBJECT: Contracting Information Letter (CIL) 00-29

a. Review complaints from contractors awarded multiple contracts that they have been afforded a fair opportunity to be considered for award of a particular task order, and

b. After coordination with the contracting officer, and if they agree with the contractor, require the contracting officer take corrective action regarding the complaint. If the contracting officer does not agree with the ombudsman, the matter shall be decided by the PARC. The ombudsman shall be identified in multiple award task and delivery order contracts.

2 Encls  
as

A handwritten signature in black ink, appearing to read "Charles J. Guta", with a long horizontal flourish extending to the right.

CHARLES J. GUTA  
Colonel, AC

Chief, Contracting Division, DCSLOG  
Principal Assistant Responsible  
for Contracting



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REPLY TO  
ATTENTION OF

31 MAY 2000

AFLG-PR (715)

APPOINTMENT OF SPECIAL COMPETITION ADVOCATE

1. As Head of Contracting Activity (HCA) for FORSCOM, I hereby appoint Mr. Steven C. Jaren as the Special Competition Advocate for the United States Army Forces Command.
2. The responsibilities and duties are specified in Section 6.502 of the Federal Acquisition Regulation and Army Federal Acquisition Regulation Supplement.
3. This appointment is effective immediately and is pursuant to Delegation of Authority to Appoint Competition Advocates, SARD-96-3, dated April 25, 1996.
4. This appointment shall remain in effect for the period that Mr. Jaren is assigned to his current position in the FORSCOM Principal Assistant Responsible for Contracting Office or until terminated.

A handwritten signature in black ink, appearing to read "John W. Hendrix", is positioned above the printed name.

JOHN W. HENDRIX  
General, USA  
Commanding

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REPLY TO  
ATTENTION OF

3 MAY 2000

AFLG-PR (715)

DELEGATION OF AUTHORITY AS TASK ORDER CONTRACT  
AND DELIVERY ORDER CONTRACT OMBUDSMAN

1. As Head of Contracting Activity (HCA) for FORSCOM, I hereby appoint Mr. Steven C. Jaren as the Task Order Contract and Delivery Order Contract Ombudsman for the United States Army Forces Command.
2. The ombudsman shall have the authority to:
  - a. Review complaints from contractors awarded multiple award contracts who allege that they were not afforded a fair opportunity for award of a particular task order; and
  - b. After coordination with the contracting officer, and if he agrees with the contractor, require the contracting officer to take correcting action regarding the complaint.
  - c. If the contracting officer does not agree with the ombudsman, the matter shall be decided by the Principal Assistant Responsible for Contracting (PARC).
3. The ombudsman may become involved in all aspects of awarding task and delivery order contracts; however, authority is limited to issues pertaining to the awarding of task and delivery orders under multiple award contracts.
4. This appointment is effective immediately, pursuant to memorandum, SARD-PP, 29 Jul 96, subject: Task Order Contract and Delivery Order Contract Ombudsman. This delegation shall remain in effect for the period that Mr. Jaren is assigned to his current position in the office of the PARC or until terminated. This supercedes the appointment dated 29 December 1997.

JOHN W. HENDRIX  
General, USA  
Commanding

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